

Everybody's Shorthand

The Simplest,
Most Legible,
and Swiftest
System of Phon-
graphy Extant.

By

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PREFACE.

EVERYBODY'S SHORTHAND uses the system of signs originally invented by Duployé in France about the year 1867, and full acknowledgments for help received are rendered to the Elean-Duployan, Fernin, Gregg, and to the leading Pitmanic Systems.

Originality is claimed in the presentation of the sound spelling drills; the vowel scale; in maintaining the righthand motion of the circle vowel, doing away entirely with unnecessary reverse motions; in presenting phrasing, which is a great speed factor, from the first lesson; in the four basic positions for the prefixes; and in the presenting of contractions and miscellaneous phrases which have been found useful in my fifteen years' experience covering office, law and convention reporting.

Having taught hundreds of boys and girls, young men and young women, and old men and old women, who are today using their knowledge in a practical way, I have no hesitation in claiming for this system the most perfect results in its ease of acquirement, legibility and speed. Any person having an ordinarily good understanding of his language can with two hours' practice a day attain a speed of from 85 to 100 legible words per minute in three months; and, if he has been equally diligent in his practice on the typewriter, he can hold any ordinary office position at the end of that time.

EVERYBODY'S SHORTHAND is especially adapted to use in the public schools; children of the 7th grade having sufficient knowledge of their own language to enable them to begin this study most profitably; and, as the maximum dexterity is only attained when the mind and hand operate mechanically, it behooves parents to give their children an early start in an art that is at once so useful and profitable.

EVERYBODY'S SHORTHAND.

SHORTHAND is the art of recording sound.

THE SHORTHAND ALPHABET is composed of 47 geometrical signs, 31 of which represent the consonant, vowel and diphthong sounds of the language, and the other 16 represent combinations of vowels and consonants or combinations of consonants.

Exercise 1. Sound Spelling.

Let the student name aloud the sounds heard in the following words:

bat	cat	that	far	car	bar	trap
bought	caught	thought	for	sought	border	war
boat	coat	throat	four	door	wore	soar
bute	cute	tune	fume	due	sue	lieu
boot	cool	troop	fool	do	dreop	steop
but	cut	thug	fur	bug	pup	love
bate	Kate	train	fate	freight	vain	lane
best	keep	treat	feet	theme	steam	boam
bot	kopt	theft	fed	led	pet	bread
bit	kit	this	fit	sit	with	wit
bite	kite	thine	fight	right	write	wright
bout	cow	thou	fowl	loud	howl	drouth
boil	coil	toil	foil	leiter	boy	coy

Observe that the vowel and diphthong sounds heard in each of the above lists of words are the same as the vowel and diphthong signs represented in the alphabet on the next page. REMEMBER that you ONLY WRITE THE SOUNDS YOU HEAR and not the letters you see.

The alphabetic signs given in the next exercise are the foundation for your knowledge of shorthand. LAY A GOOD FOUNDATION. Get them so that you can write and read them forwards, backwards, or in any other order that they may be pronounced to you.

The alphabetic signs are to shorthand what the scales are to music; it must be practiced at least one half hour every day until the entire list of signs can be written legibly at least four times in one minute.

EVERYBODY'S SHORTHAND.

Instructions for Writing Alphabet.

DIRECTION OF STROKES.- All horizontal strokes are written from left to right; all other strokes are written from top to bottom, excepting those that have "(up)" written after them, these latter being invariably written up. The circles may be either round or oval; they are **GENERALLY** written with a righthand motion and should be so practiced in alphabet practice.

SIZE OF STROKES.- No two persons will make their shorthand characters exactly the same any more than any two persons will write the same longhand, but for establishing a system of uniformity, the i stroke is said to be one space high; therefore i, r and the combination signs are one space high; p, k, f, l, m, n, w, uh, et, op, ah, krs are two spaces high and t, th, s, sh, j are the same number of spaces in length; b, g, v, ing, str, spr, skr, grs are three spaces high and d is their equal in length. The small circle is made as small as possible and the large ones should be three times the size of the smallest ah circle, so the av circle will fall between the two sizes. The running hand, with whole-arm, muscular movement is most conducive to speed.

SHADE AND POSITION.- There is no shade and no position observed in this system of shorthand. It can be written as readily and read as easily on unruled paper as on ruled, but for ease in observing lineality, beginners should observe the caution to always let the **FIRST CONSONANT IN A WORD REST ON THE LINE.**

MATERIALS.- While **EVERYBODY'S SHORTHAND** may be written with the same materials and under any circumstances that longhand may be written,,the practical shorthand writer will provide himself with two medium pencils having good points on each, and notebooks of glazed paper. For very rapid work, the narrow note book is the best, and the left hand should always be used for turning the pages, the notebook lying flat open on the desk.

THE ALPHABET DRILL.- The best results are always obtained in writing from dictation, and this can be commenced with profit immediately after the entire class have mastered the different signs. Let the teacher pronounce the name of each sign distinctly through the entire alphabet forwards and then backwards, then let the slowest reader in the class pronounce the same back from his or her notes, and so on through the entire class ending with the most rapid readers, the rest of the class writing from the dictation.

EVERYBODY'S HONORABLE.

Exercise 2. The Alphabet.

CONSONANTS.

LETTER	NAME	SIGN	SOUND AS IN	LETTER	NAME	SIGN	SOUND AS IN
p	pee		p ole	h	hay	.	h ate
b	bee		b owl	th	ith, thee	—	wi th, th y
k	kay	/	k ate	s, z	ee, see	∪	s ea, z ea'
g	gay	/	g ame	sh, zh	ish, shoe	∪	sh e, vi s ion,
f	of	/	f ear	j, ch	jay, chay	∪	j et, ch eer
v	vee	/	v eer	m	m	∪	m et
t	tee	—	t ee	n	n	∪	n et
d	dee	—	d ee	ng	ing	∪	s ing
r	ur, ree	/ (up)	si r, r ay	y	yeh	∪	y et
l	ell	/ (up)	l ay				
VOWELS & DIPHTHONGS.							
ā, ē	ah	o	o ā r, e ē t	a	a	o	d ate
g, ē	aw	o	g ll, f ē r	ē	e	∪	d ē p
ō	oh	o	n ō te	ē	eh	∪	b ē t
ū	yew	/	t ū be	ī	ih	∪	b ī t
ō	oo, v	/	m ō ve, v ill	ī	eye	/	b ī te
ū	uh	/	n ū t	ow	ow	⊙	ow l
COMBINATIONS.							
an	an	/	p an	oi	oi	⊙	t oi l
on, in	on, in	/	p on, p in	am	am	/	s am
on, un	on, un	/ (up)	g one, g un	om, im	om, im	/	th om, h im
COMBINED CONSONANTS.							
st, ed, st, rt		/	st ill, ra i sed	om, un	om, un	/ (up)	fr om, th umb
str, ndr		/	vi sit, ra i sed				
sp		/	str eet				
sp		/	con sider				
sp		/	accep ter, cla ss				
sk		/ (up)	spir it				
sk		/ (up)	seper ate				
skr		/ (up)	suc ceed				
		/ (up)	scr amble				

EVERYBODY'S HERMAN.

Exercise 3. Joining of Vowels to Consonants.

CIRCLE VOWELS are joined to VERTICAL and DOWN OBLIQUE strokes on the left at the beginning and ending of words; also on the left between similars. The circle vowel is brought round with righthand motion onto the consonant. Do not increase the length of the consonant for the large circles. Let the first consonant in a word rest on the line, or start from the line. The righthand motion of the circle vowel is the same as the motion of the hands of a watch.

CIRCLE VOWELS are joined to HORIZONTAL and UPWARD OBLIQUE strokes below at the beginning and ending of words; also below between similars.

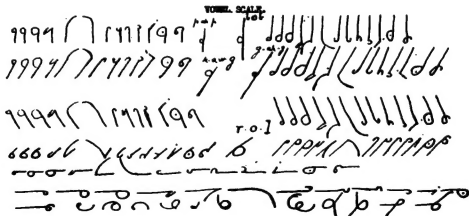
CIRCLE VOWELS are joined to CIRCULAR STROKES inside at the beginning and ending of words.

When CIRCLE VOWELS occur between two consonants THAT FORM AN ANGLE, the circle is always made on the OUTSIDE of the angle with right or lefthand motion as may be necessary.

The uh stroke is made in two ways to avoid angles; the under stroke is used after the INITIAL consonant, and the over stroke before the INITIAL CONSONANT.

The other vowels are joined naturally to the consonants as in longhand, with the EXCEPTION of the A HOOK which is hooked on with a left hand motion to avoid angles; it is easily distinguished from the other hook vowels, as they are always joined with a right-hand motion.

The following Vowel Scale should be used as class drill together with the alphabet for at least one-half hour each day during the first month of the study.



EVERYBODY'S SHORTHAND.

Lesson 1.

pa p-ah	pap p-ah-p	pack p-ah-k	cap k-ah-p	hat h-ah-t	that th-ah-t	flat fl-ah-t	lap l-ah-p	rap r-ah-p
paw p-aw	pop p-aw-p	bog b-aw-g	cob k-aw-b	talk b-aw-t	fault f-aw-lt	fall f-aw-l	of aw-v	rob r-aw-b
Poe p-o	pope p-o-p	poke p-o-k	scope k-o-p	fort f-o-rt	held h-o-ld	load l-o-d	coat k-o-t	toe t-o
pew p-u	cue k-u	cube k-u-b	you u	your u-r	cure k-u-r	lure l-u-r	view v-u	Cuba k-u-b-ah
coo k-o	coop k-o-p	cool k-o-l	fool f-o-l	who h-o	hoop h-o-p	woo w-o	wag w-ah-g	walk w-ah-k
up uh-p	cup k-uh-p	cub k-uh-b	bug b-uh-g	pug p-uh-g	gull g-uh-l	dull d-uh-l	fur f-uh-r	love l-uh-v
cog k-aw-g	gawk g-aw-k	bob b-aw-b	gag g-ah-g	oaks k-o-k	roll r-o-l	taught t-aw-t	cocoa k-o-k-o	papa p-ah-p-ah
what h-o-ah-t	work w-ah-k	fat f-ah-t	are ah-r	cur k-uh-r	vat v-ah-t	oak o-k	dough d-o	due d-u

Word Signs and Simple Phrasing.

a, at o the, to, (it, in phrasing) — of (the uh sign) Period. x Interrogation Point ²
 at-the — to-the — to-it — of-the Join the articles a and the to the next
 word wherever possible.

READING EXERCISE.

A-cup of cold water. A-lead of gold ore. View the-boat that papa bought. The-lad
 loved the-old dog. Hold the oak vat. Robert rode to-the fort. Love God. Papa walked
 with Robert. The tell feel cokes the-pug. The-tag laughed at-the gawk. Pack the-cocoa
 the back of-the bag. The-pope tore the-coat. Do you go to Cuba?

WRITING EXERCISE.

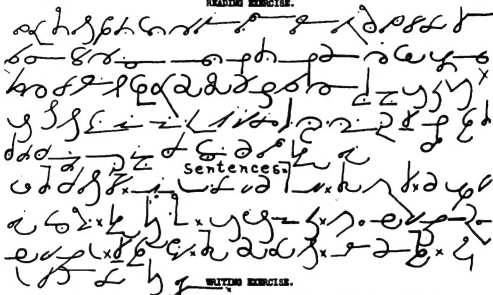
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EVERYBODY'S SHORTHAND.

Lesson 2.

In studying, the student should read aloud the words of each line several times with the printed key; then read the same line without looking at the key until it can be read easily; then copy the shorthand forms of the words very carefully three times, pronouncing each word aloud as you write it. Test yourself by writing the same words from the printed key without looking at the shorthand characters in the reading exercise then compare your writing and correct errors.

READING EXERCISE.



WRITING EXERCISE.

arrow waft abash along evoke catch match shall allied alloyed aloud alive snow allow wall water bald all awed wall shawl thawed dodge top batch dumb gnawed pawed moss smash door grow show wure loathe lops moped wove nose oppose knoll tone roll showed both teeth sing king fling song wrong long wide right, tight kite like aisle isa by chime chide knife Paul tobacco wax boy bough coy cow decoy deny eyetooth gout mouth now alloy practice arise

Simple Word Signs and Phrases.

○ all	○ owing, own	put (per, joined)	— do (would, joined)
⊙ out, how, our	/ who	be, but, book, able	∨ for-the
/ you-are	— to-do	/ less (will, joined)	/ you-will

SENTENCES.

I saw the boy go along the wall. Try to utter what you know to-be true. Boys love ball. No smoke will arise without a-fire. Practice brings habit. Sing a song to the king. Look at those you-are talking to, never at those you-are talking of. Paul walked a-mile. The-boy's nose was long. The-rat gnawed the box. A-cup of cold water brings a-reward.

The difference between the sounds heard in used and odd is so slight that it is represented by the one sign, **O**; and the difference between the sounds of **h** heard in late and care is so slight that both are represented by the long **a** sign, **C**.

EVERYBODY'S SHORTHAND.

Lesson 3, Continued.

WRITING EXERCISE.

April acre agree air all aim pay bay obey gay bay lay allay prey way nay away gone
make vapor favor waive fame they day may take dale dare mail rail layer frail ate aid
labor fate greater late rate trade weight break brave entiate save share lame lake fair
bear care chair pair payday Jacob tray crate lathe train take make baker baker reign main

eat heed hear heal tea tea glea free fee eve deep weep league fever freak thief leaf
real need meet breeze teach grieve deal feel fear veer treat slope idea

err her egg elf Ella ebb echo -- it if ill hill lily easy Harry folly hurry urge upper

split bit fit air pick get net weather father bur cur pur mur tell better mother fill

yet yee yield yearn yellow yacht yard yarn yam

SENTENCES.

They who do ill today may feel ill tomorrow. Do each duty daily. The foolish heed nothing but to eat and be merry. Show me a-liar, and I will show you a-thief. Aim to-be what you-would appear to-be. They-are lucky who love to-do what they-are paid to-do. The right way of living ought also to-be the usual way. Do wrong and-thou-shalt pay for-it. Keep thy shop, and thy shop will keep thee. He that has no cross deserves no crown. Beauty buys no beef. He that takes a-wife takes care. Heed a-gossip as you-would a-liar.

Lesson 4.

COMBINATIONS.

The COMBINATION SIGNS ARE ONLY ONE SPACE HIGH.

an --

an can bank thank handy candy fan van botanic manage annoy mandate panic vanity Diana
annual annul annuity buoyant harangue humanity Hannah vanilla sand than man ran

en in --

pen penny fin chink enough envy ermit encage hinge innung ink think invoke infect
pin pink vender attenuate Vienna finch pinch revenue wrench ther any many send bend lend

on, ur --

bend gun fun son tongue iron hung bung chunk donkey ebony funny Monday Sunday munch
tonic peen balcony belladonna hunchback onion ton thunder done punish tontine unable unless

on --

EVERYBODY'S SHORTHAND.

Lesson 4, Continued.

an ran rumble unity Aden camp cheap den damp damage furnish jam jammer mammoth shan
lamb lamp grammar stamp stammer tram vampire clamp amputate ambition ambulance ample

an, in--

din duple academy Bally empty via embody embassy emphatic gum image victim poem con-
bever diadem hemorrhage empire empower tenacity remedy explay imply impede import

an, in--

atom dumb dummy autumn numb bomb bottom bump chum fathom fumble gum jump oakum pump
idion alum Tom run rumble drum plump grumble lumber umpire humbug humdrum

+

Miscellaneous Combinations.

anthon enemy imagies infamy unanimity intimacy impend important ingenuity India emin-
ent pamphlet phantom prominent pumpkin pungent Roman sentence abundant tenant annum
(The teacher should test the student's knowledge of the above lesson by pronouncing
one word from each group respectively several times until the student writes and reads
same readily.)

Lesson 5.

Alphabetic Wordsigns Complete.

put	so, such	of	one, (under, joined)
(per, joined)	seen, seem, sum	you	only
be, but, besk	should, sure	we	in
by, able, joined)	(shun, joined)	age, agent	an
could, quite	which, just	he	yet, yes
good, go	much, more, meant	error	answer
(Age, joined)	knew, ne, not	is, his	question
the, to	knowing, known, none	I, eye	(Final s, s is repre- sented by joined dot)
(it, joined)	nothing, noon	out, how, our	
do (would, joined)	a, at	(sun, joined, as found)	
fer, fare	all	oil	
full, fur	owing, own	an, and	
very, (have, joined)	who	when, went	
less,	of-the	to-the	
well, will, joined)	in-the	for-the	
railroad,			
(sign of repetition)			
in-the			

EVERYBODY'S SHORTHAND.

Lesson 6.

READING EXERCISE.

There is a treasure in our vineyard if you will only dig for it. "Where," cried they all. But the father could only say, "Dig for it," and died. He was hardly buried when the sons began to dig with all their might for what they supposed to be gold, and raked, hoed and trenched the vineyard over till not a-cled remained that was not broken to dust, and every stone in the entire field was hunted out and thrown away, but no sign of any treasure appeared, and the sons began to fear their father had been mocking them. When next year came, however, they found their vines bore three fold and the clusters were far finer than those of their neighbors. They then saw what their father had meant, and that the treasure was only to be gained by hard work. There is a treasure in your shorthand book if you will only dig for it.

WRITING EXERCISE.

A vine dresser, who lay at the point of death, called his sons around him and said, "There is a treasure in our vineyard if you will only dig for it." "Where," cried they all. But the father could only say, "Dig for it," and died. He was hardly buried when the sons began to dig with all their might for what they supposed to be gold, and raked, hoed and trenched the vineyard over till not a-cled remained that was not broken to dust, and every stone in the entire field was hunted out and thrown away, but no sign of any treasure appeared, and the sons began to fear their father had been mocking them.

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There is a treasure in your shorthand book if you will only dig for it.

WORD SIGNS.

agency	unable	pursue	permit	serul	handsome	heedless	assure	justice
justly	statement	evermore	form, firm	useful	further	forbid	foretell	unknown
town	mental	surety	once	verily	unless	refer	perhaps	moreover
however	everyone	everywhere	defer	before	beyond	also	won	furnish
down	stone	undergo	fully	alone	coalhill	sooner, summer, somewhere		

EVERYBODY'S SHORTHAND.

Lesson 7.

COMBINED CONSONANTS.

st, sd-

st, said suddenly still steal store stage cost best first burst last waste fast cast
refused aroused caused tightest latest faupest visit star starry statement settlement

str, sdr-

street straight stream strap strive castor poster easter stroke stretch considerable

sp-

sp, sup scepter spite speed spend spoke speck spake speak inspect respect suppose
superior spice sepulchre space specific speculate speech sponge spy sport spouse splendor

spr-

super spray sprout spirit supreme suppress supple whisper vesper spura sprawl spread
sprawl spring sprinkle spruce spy spruce spurn spurt sprite inspiration reciprocate

sk-

sink succeed success school skill ask risk hunk landscape scheme scholar sectarian
secure section basket frisky whiskey desk flank scatter scare scab scalp scamper scar

skr-

scramble scourge inscribe whicker succor describe scratch scrap scramble scripture
scrofula scream screech screen scrupulous scrutiny inscribe ascribe scroll scrow

ks-

across fakirs bakers Christmas christen chrysalis occurs brokers jokers chrysanthemum

gr-

gristle graily agrees ingress diggers negress daggers staggers figures beggars fingers

kw, gv-

quack quote queer quit quarry sequel sequel bequest equip linguist languid
quarrel quiet quell quaris sequester quarry quotation anguish

EVERYBODY'S SHORTHAND.

James P.

SHORTENING PROCESSES

The dots for i, h, th, j-ch are generally omitted from words in sentences, the signs being as readily recognized as the undotted i or uncrossed t in longhand.

Final s may be indicated by the joined dot, made by a quick twisting motion of the thumb at the end of the stroke; and final ing is indicated by a disjoined dot placed slightly above and to the right of the end of the last sign written.

When the short vowels, *a*, *e*, *i*, *u*, occur between two like strokes, the short vowel is omitted and a double length consonant stroke written to represent the syllable. Thus a double length *b* may represent the syllables *beb*, *bib*, *hub*; a double length *s*, or *s-s* represents the syllables *ssa*, *sia*, *sus* or *sos*, *six*, *su*; double length *m* represents *maa*, *mia*, *maa*, etc. When the double length strokes represent vertical or down-obliques, they are written through the line.

R is generally OMITTED AFTER CIRCLE VOWELS. The Southern people do not sound the r in these instances, and the student of phonics will find that the words are easily recognized without the r stroke.

Where two consecutive words end and begin with a similar stroke, and when the two words are rapidly spoken only one of the consonant sounds is heard, then the words are **JOINED** and only the consonant distinctly uttered is written.

All consonants NOT DISTINCTLY ENUNCIATED are omitted.

READING EXERCISE.

Double Length Strokes.-

Omitting the r.e.

Joined Words.-

Sentences.

READING EXERCISE.

Double Length Strokes.-

Omitting the r.-

Joined Words.-

Sentences.

EVERYBODY'S SHORTHAND.

Lesson 8, Continued.

WRITING EXERCISE.

pipin bubble Biblical giggle vivid says system suspect scissors success access losses
accessors amuses amasses boxes judgment shurhyard charred poured lard lord remarkable
farm harm charm border black-cat their-receipt with-them with-held will-leave will-let
told-them told-their as-and has-shut has-still had-done as-so as-should book-case are-right
were-right their-right were-wrong up-bring up-borne good-day send-them last-summer please-
send please-say eight-draft

SENTENCES.

Our-Mr. B will-leave tonight for-your-city. There-are none so deaf as they who-will
not hear. Your-orders were-received yesterday. Base gains are the-same as losses. Posses-
sion is nine points in-the law. He-says the system is a success. All-notices of leases
and invoices should-be filed in the book-cases. A-remarkable test of-the memory was made.
Suppose we ask him to-send-them a-statement. Please-send us your lowest figures. Our-
quotations were-right. We-have got-down to bed-rock prices. How-many acres are-there in-
your farm? The question arises, and it should-be settled at-once. With-that he sat-down
while the audience held-their breath. You-were-wrong to-write-them in-this manner. You
ought-to-be-able to-do the-work in-a-short-time.

PHRASES.

you are going to be a success
get no more of that kind of thing

if-you-will all-their there-is we-have-not you-will-have-to-stay it-is-not as-soon-as
as-tell-as as-good-as I-am-not-quite could-be she-would-go you-should-be as-it-were her-own
it-will-have-to-be ought-to-be-able we-will-be-able in-a-short-time yours-received

Lesson 9.

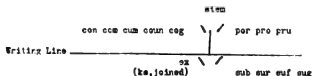
PREFIXES.

So many words are formed by the addition of prefixes that great speed is attained by
a thorough knowledge and practice of the following signs given to denote the most common of
such prefixes.

The prefix should always be written FIRST with the body of the word following in its
natural order. Some students make the mistake of writing the body of the word first in or-
der to (to their own mind) better locate the prefix, but such a practice soon becomes a
habit which is very detrimental to rapid thinking of the prefix words.

The following diagram will serve to illustrate the position of the four prefixes
with reference to the consonant stem.

PREFIX DIAGRAM.

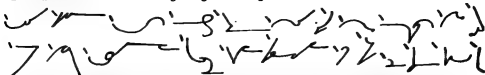


The addition of a short t-stroke to any of these four prefixes adds the syllables:
ter, tre tra tre tru, pronounced with either the long or short sound of the vowel.

EVERYBODY'S SHORTHAND.

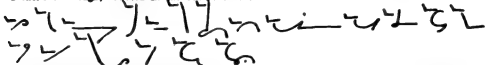
Lesson 9, Continued.

Con, com, cum, cum, con are represented by a grave accent written from left to right above and to the left of the beginning of the sign which follows it.



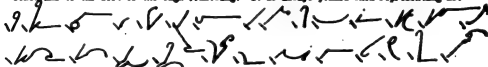
conceal conclude consension condone confide congeal conspire consciousness contemplation consequence conveyance contiguous consecutive consolidate constraint confiscate congratulate connect commingle commit compute compress comprehend compose compliment complete competitor competence compensation compatible compassion compare command counsel countenance countless cogitate cognate cognizant

Contra, centri, country, centre, counter are represented by the con prefix joined to a short t - sign, written in the con position.



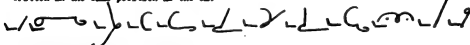
contrary contralist contraband contrite contrive contribution contrition countryside countersign counterpart countermarch counterfeit counteract central controversy contrast contrivance countermeasure

Ex or the sound of ex is represented by a grave accent written from left to right below and to the left of the sign following. It is always joined when representing ex.



exact exaggerate exalt examine example excavate exceed excel excellence except exceed excite exclude exclude excruciate excursion excuse accusation exemplary exempt exercise exert exhale exhaust exhibit exhilaration exhort exigency exile exist exorbitant expand expert expel expense experiment expect explain explode export exposition express extant exquisite extend box mix next folks picks

Extra, extri, extre are represented by the ex prefix joined to a short t - sign written in the same position as the ex.



extract extraordinary extravagance extreme extremity extricate external extirpate exterminate extra-charge extra-good extra-hot

Pro, pre, pro are represented by an acute accent written from right to left above and to the right of the sign following. Join the t sign for protra and protr.



EVERYBODY'S SHORTHAND.

Lesson 9, Continued.

portable portion portrait porch pre-rata premise proscrib proscrib prosecute proselyte prospect prosper prosperity prosperous prostrate protect protest protestant pretract protract proper propose proposition prove proverbial provide provide prudent prune prudential profit probable

Sub, sur, suf, sug \angle are represented by an acute accent written from right to left below and to the right of the beginning of the sign following. Join the t sign for subter.

subdue subject subjoin subjugate sublet submit subordinate subscribe subsequent sub-
sist substance substantiate substitute subterfuge subterranean subtract subtrahend subtreas-
ury suburb subway surcingle surface surfit surgeon sirloin surmise surmount surpass sur-
plus surrender surrogate surreptitious survey survive certain certificate suffer suffrage

Dis, deo, deo = are represented by a short horizontal line immediately above the sign following.

disable disagree disappear disappoint discern disaster disburse discern discharge dis-
ciple disclaim disclose discoler discord discreet disease disenchant disfavor disfranchise
disgrace disguise dishonest disinfest disinherit disjoin dislike dismal decimal dialocate
disobey disorder disown dispatch dispense display displease dispose disension descend

Mis, me = are represented by a short horizontal line written below the sign following

misalliance misapprehend miscellaneous mischief miserable misfortune mishap mislead
mission mistake memorize message Messiah Miss-Mary measure mystery messenger

Tran, trans = are represented by writing the sign following through a short t sign.

tranquil transact transcribe transfer transform transgress transient transit translate
transmission transparent transpose trans-Atlantic transom transport transitory

Lesson 10.

JOINED PREFIXES.

ante, anti =







antecedent antiseptic antidote antimony antiquate antitoxins antelope antedate









super, super, supra =









supercede supercede rejarate superscribe supernatural superstition supereracy superfluous









EVERYBODY'S SHORTHAND.









Lesson 10. Continued.









circum      









enter        









interval        









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







over        









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







everywhere        






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







person        









retre        

magne        

multi(       

multiform     

nom        

numerous        

READING EXERCISE.



WRITING EXERCISE.

We have received numerous orders and expect to fill all of them unless they should be countermanded. We will mail you certificate subject to conditions of agreement. We are very much distressed by your nonprogressive attitude. He made a mistake in the translation of the proceedings. It was a magnificent interpretation of the subject. We will send one box of the extract by express. We expect to retrieve our losses by this extra charge. Please prepare statement of all premiums due and send to us without delay. The operator received \$6. per day for his services. We will undertake to interview the Commander and ascertain the cause of his displeasure.

EVERYBODY'S SHORTHAND.

Lesson 11.

DOUBLE PREFIXES.

Many words contain one or more syllables represented by the prefix signs, and these signs should be used in all such cases wherever practicable.

READING EXERCISE.

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

SENTENCES.

The excitement in the wheat market continues and prices are very uncertain. The bill is subject to a discount of 5 percent. We will recommend a compromise. We will write you concerning his discharge in a day or two. Please fill the accompanying order as soon as possible allowing us your best discount for cash. Upon acceptance of the contract, we will proceed in the execution of your order. The recompense is small in proportion to the labor desired. The concern failed owing to a misunderstanding of the assets. The suit was dismissed for want of prosecution.

WRITING EXERCISE.

aconite accomplish accumulate accommodate accompany accomplice accountable accept axalic unexpected reconcile recommend reconstruct recumbent inconvenience inconsistent incompetent unconcern unconscious uncontrolled discontented disconnect discount condescend dismiss unencumbered concomitant comport compromise disapproval disapprobation disprove disproportion proportion irreconcilable concert concern concerning insert insurrection submission in submission noncompliance nonconductor nonproduction nonsubmission enumerate proportionate subcommittee subcontract unaccountable uncommon uncontrollable unprovided supernumerary resurrection

SENTENCES.

The excitement in the wheat market continues and prices are very uncertain. The bill is subject to a discount of 5 percent. We will recommend a compromise. We will write you concerning his discharge in a day or two. Please fill the accompanying order as soon as possible allowing us your best discount for cash. Upon acceptance of the contract, we will proceed in the execution of your order. The recompense is small in proportion to the labor desired. The concern failed owing to a misunderstanding of the assets. The suit was dismissed for want of prosecution.

Words of length are rarely written beyond the accented vowel, diphthong or combination in the accented syllable, the context readily supplying the rest of the word, but the student will find the affixes given in the next lesson useful in many instances, and they should be thoroughly memorized.

Lesson 12.

AFFIXES.

per as in stopper 4 wrapper 1 vapor
ble, able, ible - trouble - notable - possible
- ality, elity, ility, arity, urity, lity - rasality - facility - hilarity

EVERETT'S SHORTHAND.

Lesson 12, Continued.

/ active, etive, itive, comparative / relative positive 41
 / for, fore, full, fur, fer, therefore / hopeful infer 41
 / graph, telegraph / stenograph / photograph 47
 / graphic, stenographic / telegraphic / photographic 47
 / ship, kinship / friendship 47
 / sion, tion, cian, eion, ohion, eious, ceous, tious, gion, tane, proposition / physician 47
 / ter, ture, matter / after / rapture / letter 47
 / ward, backward / forward / afterward 47
 / hard, dored, standard / rendered 47
 / geous, gious, religious / gorgeous 47
 / ine, ine, time / fine / kind 47
 / less, lous, careless / callous 47
 / ly, ingly, extremely / willingly / jokingly 47
 / ment, document / statement / regiment 47
 / ness, goodness / fullness 47
 / ing(written above and to the right), willing / joking 47
 / ning, nging, nding, inging, sounding / learning / singing 47
 / one, own, alone / stone / her-own 47

/ oun, ound, own, sound / town 47
 / self, herself / itself / yourself 47
 / selves, themselves / ourselves 47

DOUBLE AFFIXES.

/ bly, ably, ibly, forcibly / peaceably / limely, indly, inely, finely / kindly 47
 / ableness, sociableness / ineness, fineness / kindness 47
 / atively, itively, relatively / ingness, willingness 47
 / ativeness, itiveness, combativeness / lessly, lously, carelessly 47
 / fullness, awfulness / faithfulness / lessness, fearlessness 47
 / fully, carefully / mental, fundamental 47
 / ciuousness, tiuousness, geuousness / ciuously, tiuously, faustiously 47

EVERYBODY'S SHORTHAND.

Lesson 12, Continued.

READING EXERCISE.

Handwritten shorthand exercises, likely representing the words listed in the writing exercise below, written in a cursive shorthand style.

WRITING EXERCISE.

compeer tamper whisper notable passable possible peaceable feasible miserable desirable
trouble legality stability facility docility raceability hilarity severity charity disparity
barbarity alacrity familiarity durability fidelity veracity vulgarity superlative rela-
tive demonstrative sedative laxative comparative positive graceful skillful hopeful lawful
faithful stenograph stenography stenographic photograph photography photographic telegraph
telegraphy telegraphic biography biographic friendship clerkship courtship scholarship hard-
ship worship impression position optician pension falchion physician sanction facetious
gorgeous region backward forward westward standard rendered tendered religious fractious
time fine kind line sign thine mine useless faultless shameless heartless hopeless extremely
timely kindly willingly statement document parchment refreshment apartment en-
chantment discernment voraciousment surmount allurement goodness greatness softness hardness
biting trying seeing laughing scoffing aspiring throwing finding shining stairing drowning
burning turning discerning earning learning binding winding raining gaining sustaining
draining toning signing singing adorning sounding rounding winging bringing clinging throng-
ing longing hanging flinging alone atone her-own shone atone down found torn round sound
yourself herself itself oneself ourselves notably passably peaceably horribly sociableness
unreasonableness relatively positively combativeness sensitiveness peacefulness painfulness
opitfulness cheerfulness faithfulness fully carefully skillfully hopefully consciousness
facetiousness gorgeousness finely timely kindness fineness willingness charadness faith-
lessly thoughtlessly mercilessly thanklessness lawlessness fearlessness ornamental furda-
mental, facetiously

EVERYBODY'S SHORTHAND.

Lesson 13.

THE CONTRACTING METHOD.

When the context is so plain as to easily supply the rest of the word, any word may be contracted by stopping with the accented vowel, diphthong or combination and beginning the first stroke of the next word immediately above. When the stroke following does not readily adapt itself to this position, place a dot immediately above the vowel, diphthong or combination of the contracted word and write the next word in its natural position on the line. This placing the next word above INDICATES THAT THE WORD IS NOT FINISHED/

Examples.

When we have completed our plans, we will send you full details. Have you made all arrangements for our comfort? The price of apples has advanced since our last report.

When we have completed our plans, we will send you full details. Have you made all arrangements for our comfort? The price of apples has advanced since our last report.

The sounds oo and uh, being represented by slow strokes and the words containing them as accented syllables being few, such words may be contracted by writing up to the oo or uh and beginning the first stroke of the next word immediately below the last sign written to indicate their suppression. The dot may be used below instead of the next word, when the strokes do not readily adapt themselves to this position.

Examples.

Return all papers with the result of your investigation. Look well before you leave. He does much who does well what he has to do. We will deduct 20% for cash. He is worth ten thousand dollars. Send us one cook stove with all utensils. It is a 2 story 7 room house. Trusting to hear from you soon, we are ---

Return all papers with the result of your investigation. Look well before you leave. He does much who does well what he has to do. We will deduct 20% for cash. He is worth ten thousand dollars. Send us one cook stove with all utensils. It is a 2 story 7 room house. Trusting to hear from you soon, we are ---

The final ing may be omitted and its omission indicated by beginning the first stroke of the next word above and a little to the right of the end of the last sign written. This is the position of the affix dot ing, as the student will remember.

Examples.

Hoping to receive your further orders, we are Thinking is the talking of the soul with itself. We are taking every precaution in order to avoid accident.

Hoping to receive your further orders, we are Thinking is the talking of the soul with itself. We are taking every precaution in order to avoid accident.

The period is used in place of the position word at the end of a sentence. NEVER WRITE IN SUCH A CONTRACTED FORM THAT YOU CANNOT READ WHAT YOU HAVE WRITTEN, but, on the other hand, as you get more and more familiar with words in context, CONTRACT EVERY WORD YOU CAN and you will be surprised at your speed in writing and your ease in reading.

READING EXERCISE.

The period is used in place of the position word at the end of a sentence. NEVER WRITE IN SUCH A CONTRACTED FORM THAT YOU CANNOT READ WHAT YOU HAVE WRITTEN, but, on the other hand, as you get more and more familiar with words in context, CONTRACT EVERY WORD YOU CAN and you will be surprised at your speed in writing and your ease in reading.

EVERYBODY'S SHORTHAND.

Lesson 14.

CONTRACTIONS OF FAMILIAR WORDS TO BE MEMORIZED.

about	April	circular	early
above	answered	change	economical
ability	association	correspondence	require
acquaintance	because	catalog	from
acknowledgment	become	character	further
account	became	customer	forwarding
accountant	begin	churchyard	fort-fourth
acquire	began	company	forthwith
advertisement	begun	Colonel	Pt. Worth
advantage	beyond	defer	former
advisee	behind	different	furthermore
after	before	difference	fullness
afterwards	backward	difficulty	foretell
afternoon	between	down	follows
against	beside	dollars	forenoon
agency	business	debtor	few-firm
alone	book	doctor	foremost
already	bequest-bequeath	dozen	furnish
almost	behavior	division	gave
always	balance	degree	give-and
also	came	ever	greatly
altogether	capital-tol	every	gentleman
among	certainly	everyone	January
annuensis	citizen	everywhere	gentlemanly
amount	situation	either	government
another	credit-on	elsewhere	governor
anxious	children	equal-ity-ise	general
anywhere	circumstance	enough	gentlemen
attorney	cover	East	generally
arrangement	could	evening	greatness
	conveniently	enforce	however
			hitherto
			herewith

EVERYBODY'S SHORTHAND.

Lesson 14.

CONTRACTIONS OF FAMILIAR WORDS, CONTINUED.

honorable	meanwhile	prompt-ly-ness	republic-an
idea	must	punctual-ity	stood
indeed	most	purpose-ly	sure-ness
infer	might	present-ly	several-ly
inference	number	principle-ful-ity	sure-ly-ty
instant	moreover	popular	Sunday
inquire-y	membership	population	self
inquest		popularity	ship-ment
impossible-ity	mental	possibly	second, summer
inequality	neither	positive	some-where
irregular-ity	never	please-d	substitute
into	nevertheless	prefer-ence	stenographer
immediate-ly	near-ly	president	shall
interest	member	privilege	short-hand
Illinois	mis- understanding	publish	satisfaction
judgment	newspaper	public	satisfactory
justly	nevermore	quality	season
knowledge	numberless	quantity	this, 'tis
longhand	nothing	quart-er	that
lefthand	nowhere	reply-ied	these
letter	none	recent	these
language	our, hour	railway	together
legislature	over	rapid-ly	through, thro
little	ordinary	rather	return-ed
literature	other	refer-ence	throughout
literary	otherwise	regular-ly-ity	thoroughly
manufacture-or	once	reverend-ence	telegraph-gram
manufactory	Ohio	revenue	telephone
matter	perhaps	respect-fully	therefore
Michigan	possible-ity	receive-r	territory(Ty.)
Massachusetts	peculiar-ity	receipt, received	upon
New York		require	until
		remember	

EVERYBODY'S SHORTHAND.

Lesson 14.

CONTRACTIONS OF FAMILIAR WORDS, CONTINUED.

unless		uncovered		whereas		wheresoever	
upward		value-able		what		whosoever	
unequal-ed		won		whatever		whomever	
wrote		who, whom		whoever		whatsoever	
ultime		woman-on		whichever		whichever	
uncertain		without		whenever		yesterday	
unknown		was		wherever		young-as	

Lesson 15.

PHRASING.

Phrasing is simply the joining of words or contractions that have some logical or grammatical connection. The student can write hundreds of phrases by simply joining the respective symbols for each word, thus avoiding the drudgery of memorizing each phrase separately. THE FOLLOWING EXERCISES WILL SERVE TO GIVE THE PROPER IDEA OF PHRASING;

PHRASING EXERCISES.

Lesson 15.

PHRASING, CONTINUED.

[illegible]

EVERYBODY'S SHORTHAND.

Lesson 15.

PHRASING, WRITING EXERCISE.

And so, and so forth, go in, go in there, in so far as, in as much as, on which, on that, on that day, he and she, you and they, heard of, told of it, at all times, at once, at last, all could, had all for all that, for all that, do for them, I should be, I could not, I ought to be, I was so, I can, did we go, were we to say, had we known, he is, he will, he could be, to do it, to him, to them, to it, can do as well, can do as much, do all their, who will, who was, who would, from them, from which, from him, as much, as much as, as it is so as, so as to, soon as not, so will he no good, any more, any one, more than, that is, that are, will that, he has been, it has been, should be, should have been, could be, could have been, will have to say, this is, is this so, this will do, very little, very much, very great, very well just as good, than this, than that, if he will, will he be, ought he to go she has so, has she done, for his sake, for us, they had, they can, they could, they shall, they should, they would, after them, can there be, what is it, what it is, who was it, why is it, because it is, because it would, why did you, with which, with all, with any, with him, with it, which with, do with it, go with them, be with her, along with their, how long will, long past due, how soon is, how are they, by all, by them, by the, by that means, by all means, by no means, by this means by some means, about it, about that, about which, about her, in order, in order that, our order, Out and out, out of it, quite as well, quite as much, quite likely, just as well as not, as follows, for example together with, some time ago, soon to be, of course it is, On account, on account of, on no account, on the contrary, I do not know, I do not think so, at all events, in a word, get rid of, get it all, get out of, Keep it up, let us see, let us say, not long ago, now and then, ought to be able so much good set it down, as fast as, as soon as possible, as long as, in regard to, in regard to this, in regard to that, in regard to these, in regard to those, many more, seems to go, seems to me, seems to be, we shall be pleased, we shall be glad, are you sure, for the sake of, for instance, for a moment, in accordance with, on the other hand, any of them a few days ago, month after month, hand in hand, day by day, by and by, little by little, from time to time, again and again, over and over, over and over again, often and often, forever and ever, day after day, yours received, dear sir, dear madam, my dear sir, we are in receipt of your favor of the, your favor of recent date to hand, yours truly, yours respectfully, inclosed please find, I herewith inclose you, in reply to yours, in response to your recent favor, your favor just at hand, your esteemed favor of the, we remain very truly yours, yours sincerely, Please state in your reply, we beg leave to state, yours very truly yours very respectfully, in reply to yours, your esteemed order, in the meantime, that it will be, we will be able, we have received, that I have, that I will that I do not think, it would be, if you will write me, we would be pleased, at that time, I may be able, will you be, we may, there is no, your reference.

LEGAL PHRASING.

police court, police judge, supreme court, United States Court, county clerk, county commissioner, notary public, counsel for complainant, counsel for defendant, chief justice gentlemen of the jury, cross examination, errors excepted, party of the first part, party of the second part, to have and to hold, that I hereby, under my hand and seal, executors administrators and assigns.

PROPER NAMES, ETC.

Texas, Dallas, Galveston, San Antonio, Waxahachie, Waco, Henrietta, Cleburne, Denton Sherman, Denison, Tazarkana, Blooming Grove, Mineral Wells, Fort Worth, Laredo, El Paso, New York, Chicago, Brooklyn, Boston, Cleveland, Detroit, St. Louis, Cincinnati, Austin, Houston, Missouri-Kansas-Texas, Houston-Texas-Central, Missouri-Pacific, San Antonio-Texas-Aransas-Pass, Mexican-Central, Chicago-Burlington-Quincy, International-Great Northern

DICTIONATION.

If you know this theory, you are now able to take from 40 to 60 words per minute from dictation, and read your notes back in about the same time. Review your theory with every class back of you, and write all letters taken in dictation out on the typewriter and hand same to your teacher for inspection. A few letters are given herein, but if you have not good dictation book, you should send at once to the publishers of this book for one.

EVERYBODY'S SHORTHAND.

Messrs. Sanger Bros.,
Dallas, Texas.

1.

Gentlemen:- Yours of the 3d at hand and noted. We quote you nut coal at \$3.25 and Lump at \$3.50.

Hoping to receive your order at an early date, we are- Yours truly, (45 words)

2.

Thomas L. Kinton, Esq.,
Albany, New York.

Dear Sir:- Yours of the 13th received. We sent you two cars of oats Sept. 30th. The first car was delayed by washouts on the road, and you probably have it by this time.

Yours very truly, (45 words)

3.

W. B. W. Patterson,
Cisco, Texas.

Dear Sir:- Replying to your favor of the 9th, we quote you dry wood at \$3.25 and green at \$3. per cord, f o b your trunk.

Trusting to hear from you soon with an order, we are,- Yours truly (51 words)

4.

Messrs. Baker & Botts,
Houston, Texas.

Dear Sirs:- In reply to your esteemed favor of the 30th will say that the firm about which you inquire is in good standing.

We should not refuse them a reasonable credit, but we do not know the extent of their responsibility.

Respectfully yours, (50 words)

5.

Messrs. M. A. Hammond & Co.,
New Orleans, La.

Gentlemen:- Your policy in the Sumner of Freeport, on the building owned by J. T. Brown, contains a three-quarter loss clause. This is not acceptable to us, and we must ask you to furnish us a policy in a responsible company without such a clause. Kindly advise us immediately, and oblige-

Yours respectfully, (43 words)

6.

N. L. Mitchell, Esq.,
Chicago, Ill.

Dear Sir:- Enclosed find invoice and bill of lading for car of flour shipped you today. We have been unable to get any bran loaded until today. Will get one car off this evening, if possible, and one tomorrow.

We are not getting in much wheat now, do not know why; so you had better look out for some other place to get it, as we are not going to be able to supply you unless they get to hauling more.

Yours truly, (57 words)

7.

T. M. Dwyer, A. G. F. A., B. & O. R. R.,
Boston, Mass.

Dear Sir:- Please note attached letter from the St. L. & S. F. R. R. reporting delivery of M. K. T. coal car 286 to you Oct. 8th. This car left our line early in May. We have not had time to come to you about it. It should have been delivered to the St. L. & S. F. by the above line instead of being delivered to your line. We are greatly pressed for cars of this class and will be obliged if you can arrange to have this car returned as soon as possible. Wire me when you do so, in order that I may have car returned home without further delay.

Yours sincerely, (135 words)

8.

Henry G. Chester, D. D.,
Reading, Pa.

My Beloved Brother:- The date of this letter in comparison with the date of yours is simply disgraceful; but owing to the illness and absence of my secretary, and the great pressure of work, my mail has accumulated.

I want to thank you from my heart for your good letter of January 28th. The words you say concerning my correspondence course have, as you well know, an especial weight and value to me. I have long regarded you as the first of our Biblical theologians and have profited greatly by your teachings.

I agree with you fully that the four gospels do not furnish us with material for a Life of Christ; and I would have put my statement in the Course as to that fact more strongly, had I not wished to avoid antagonizing, on a matter of detail, those who seem to find

EVERYBODY'S SHORTHAND.

such a comfort in piecing together some sort of a narrative of the earth life of our blessed Lord. To me, such a work would now be little short of blasphemy. If it had pleased God to give us a connected life of His Son, He would have done it.

The opening of the Kingdom Age may witness important additions to the Biblical revelation, as the opening of the Church Age gave such additions, and it may well be then that the pen of inspiration will give us, what we surely have not now, a Life of Christ.

Again thanking you, and asking to be remembered to your family, I am

Yours gratefully, (265 words)

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

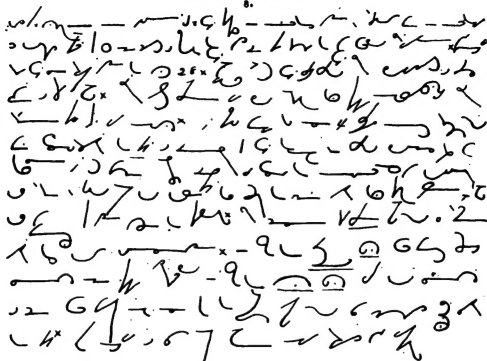
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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

EVERYBODY'S SHORTHAND.

8.



THE SECRET OF SUCCESS IS PRACTICE.

Expertness in shorthand is the same as in every other line of manual or mental skill. It lies in perfect familiarity with the subject matter, which calls for skillful, painstaking practice together with close, clear and accurate thinking. Great skill in any manual craft is reached only by constant and thoughtful practice, during which the student is always on the alert to avoid errors, and to detect and correct them when once made.

We can supply you with a dictation book containing over 1000 business letters from twenty six different lines of business, together with legal papers, depositions, and testimony from civil and criminal cases, with full data necessary for perfect court reporting at a cost of \$1.50.

When you have acquired a speed of about 100 words per minute, you should attend all lectures, preaching services and, if you have ambitions toward reporting court cases, attend the proceedings of such cases at the court house.

Your speed in typewriting is equally as important as your speed in shorthand. Your employer may stop to give you repeated dictation, but he will not tolerate slow, careless typewriting. If you have an opportunity to take a position in an office where you will be given plenty of work to do in this line, accept it, even though the salary may be small, for you will learn the innumerable details of office work, attain speed on the typewriter, and, if you do your work well, your employer will gladly recommend you to a position paying a higher salary, if he cannot afford to pay more than he is now paying you.

Do not let idle busybodies discourage you about your system of shorthand; good stenographers will never do such things; if you can read your notes and you understand the sense of the matter dictated to you, you are soon going to attain speed. Just keep right on with your work, and your salary will soon be the best recommendation that you desire.

Dress neatly but never gaudily, being sure that your shoes and linen are clean and shining, and you will receive favorable consideration in your application for a position.